

## **SENIOR CENTER AIDE**

### **PURPOSE AND NATURE OF WORK**

This is routine work assisting with Senior Center participants' activities and performing minor janitorial tasks. Work includes helping with physical arrangements, preparing food, greeting visitors, and assisting participants with program activities.

Employees of this class work under the close supervision of the Senior Center Coordinator and/or Senior Center Supervisor

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Greets visitors, explains programs, and introduces new participants to staff and other participants. Talks with participants and provides an understanding ear when needed. Prepares and serves lunches and refreshments. Assists with center activities such as crafts, games, exercise, etc. Maintains inventory of food and craft items. Performs minor janitorial duties in order to keep the Center clean and neat. Occasionally assists with simple clerical tasks such as addressing and stuffing envelopes.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Some knowledge of arts and crafts and exercise programs.  
Ability to encourage individual and group participation.  
Ability to understand and follow routine oral and written instructions.  
Ability to deal tactfully and courteously with senior citizens.  
Ability to perform minor custodial tasks.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and experience in working with senior citizens or related experience; or any equivalent combination of training and experience.